



THE CITY OF SAN DIEGO

HOW TO OBTAIN

Public Noticing Information

CITY OF SAN DIEGO DEVELOPMENT SERVICES DEPARTMENT
1222 FIRST AVENUE, MS 302, SAN DIEGO, CA 92101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

512

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A Public Notice Package is needed for all actions requiring a Notice of Future Decision, Notice of Application or a Notice of Public Hearing (see [Land Development Code Section 112.0302](#)). The Land Development Manual, [Project Submittal Requirements](#) identifies when a Public Notice Package is required. This bulletin is provided to assist applicants in preparing the Public Notice Package.

I. PUBLIC NOTICE PACKAGE

The Public Notice Package consists of:

1. **a) Adhesive mailing labels** identifying all property owners and residents/occupants within 300 feet of the property that is the subject of the application. Labels addressed to the tenant shall be addressed to "Resident" or "Occupant". If labels include over 200 names/addresses, please provide high-speed processing labels (continuous form, pin fed labels) in triplicate. These special labels can be processed faster and more efficiently than conventional 8 1/2" x 11" labels; thus reducing costs to the applicant. If using adhesive mailing labels, provide 1 set for process 2 decisions, 2 sets for process 3 and 4 decisions, and 3 sets for process 5 decisions. See Figure 1 on reverse side for sample labels **OR**

b) Electronic Address List. In lieu of adhesive mailing labels, applicants can provide the owner and resident/occupant address list in an Excel Spreadsheet on a CD-R. The spreadsheet must identify the Assessors Parcel Number, Name, Address, Apt/Suite (when applicable), City, State and Zip Code. All applicable fields must be complete. If an owner mailing address is not within 300' (ie: different city/state), address list for the Resident or Occupant, is required. Address list for tenants shall include the word "resident" or "occupant" in the "Name" column. See Figure 2 on reverse side for sample electronic address list.

2. **Assessor Parcel Maps** outlining the 300-foot radius from the perimeter of the premise - See Figure 3 on reverse side for sample assessor parcel map with noticing radius.

3. **A photocopy** of both the property owners and resident/occupant mailing labels **OR** photocopy of Excel Spreadsheet.

4. **Additional Noticing requirement when converting existing residential units to condominiums.** In addition to the occupant labels within 300' of the subject property, labels or electronic address list must also be provided for all "on-site" occupants. Clearly identify on the copy of the occupant/resident labels or electronic address list (circle, highlight, etc.) all "on-site" tenants. Failure to provide the required "on-site" occupant labels at submittal *will* delay processing your project. Submittal will NOT be accepted if the "on-site" tenant labels are not clearly identified.

NOTE: Addressed envelopes (with or without postage) will not be accepted.

II. WHERE TO GET THE INFORMATION

San Diego County Assessor map(s) are necessary to show each parcel of land located within 300 feet of the project site. [The County Assessor's Office](#) (619-236-3771) will be able to assist in identifying the maps required and the parcels which need to be included. Once the parcels are identified, the County Assessor's Office may provide the property ownership list and mailing labels for a fee. A title company may also provide this service for a fee. **NOTE:** The County Assessor's Office does not provide occupant labels.

The resident/occupant list may be obtained by identifying those property owner addresses which are different from the address for the parcel number. In the case of a multiple tenant building, it may be necessary to obtain the list of suite numbers at the site for each occupant. It is not necessary to provide the names of the occupants.

III. ALTERNATIVE TO MAILED NOTICE

If the number of tenants and owners to whom notice would be mailed is greater than 1000 (unless the noticing is required for a Coastal Development Permit), notice may be given by an alternative means per Land Development Code Section 112.0302(c).

Figure 1 - Sample Mailing Labels

Owner

440 750 12
DOE JANE
P.O. BOX 12345
LA JOLLA CA 92037

Occupant

440 750 12
OCCUPANT
9603 LA JOLLA FARMS RD
LA JOLLA CA 92037

Figure 2 - Sample Copy of Electronic Address List

Assessors Parcel Number	Name	Address	Apt	City	State	Zip Code
			Suite #			
123-456-78-00	Jane Doe	3050 Alameda Place		San Diego	CA	92101
123-456-79-00	John Smith	3062 Alameda Place		San Diego	CA	92101
123-456-80-00	Bill Jones	1948 Ashbury Street		Dallas	TX	30145
123-456-80-00	Resident or Occupant	3052 Alameda Place		San Diego	CA	92101
123-456-81-00	Resident or Occupant	3052 Alameda Place	102	San Diego	CA	92101
123-456-81-00	Jim Thomas	3490 Barnam Road		San Diego	CA	92117

Figure 3 - Sample Noticing Radius

